

State and Local Agencies

Program participants use the designated address when interacting with state and local agencies. When presented with the authorization card, state and local agencies must accept the ACP designated address as though it is the participant's actual residence address.

Service of Process

The Secretary of State serves as each participant's agent for service of process and for receipt of mail. Mail received at the designated address is forwarded to the program participant. Participants agree to accept all mail forward to them by the ACP.

Confidentiality of Records

The program participant's application and supporting materials are not a public record and are kept confidential by the ACP Manager.

The State of Maine is pleased to offer the Address Confidentiality Program (ACP). ACP is designed to protect victims of domestic violence, sexual assault or stalking by authorizing the use of a designated address.

The designated address is used in lieu of a participant's actual address for receipt of mail and when interacting with state and local agencies.

The Address Confidentiality Program (ACP) is one of several measures that can be taken to protect victims.

For more information, please contact:

ACP Manager
Phone: (207) 626-8400
Fax: (207) 287-8598

Address Confidentiality Program



*Department of the
Secretary of State*

A C P



Welcome to the Address Confidentiality Program (ACP). The ACP is administered by the Secretary of State and provides an important service to residents of Maine who are victims of domestic violence, sexual assault or stalking.

The program has two basic parts. First, the ACP provides a designated address to victims who have moved to a new location unknown to their abuser. The second part of the program provides participants with a free first-class confidential mail forwarding service.

The ACP is not for everyone. Recommendation for participation in the program is deferred to experts who provide counseling, referral, shelter or other specialized service to victims of domestic violence, sexual assault or stalking.

Applying for Participation

Victims do not apply directly to the Address Confidentiality Program. Application is made in person at one of the designated ACP assistance locations throughout the state. A parent or guardian can apply to the program on behalf of a minor or an individual who is incapacitated. The application process involves meeting with an application assistant.

Application Assistant

An application assistant is a domestic violence or sexual assault advocate who has received ACP training and is certified by the Secretary of State. The application assistant provides information about the program and determines whether ACP should be a part of the victim's overall safety plan. In addition, the application assistant helps with the completion and filing of the ACP application form.

Certification of a Program Participant

Upon certification, the participant is assigned a designated address and issued a laminated authorization card. The authorization card includes the participant's name, authorization code, designated address and expiration date. The certification is effective for four (4) years unless otherwise cancelled before the expiration date.

Designated Address

The designated address assigned to a participant has no relation to their actual address. The address may be used as the participant's residence, school and work address for receipt of all first-class mail.

Public Schools

When a student presents his or her authorization card, the school must accept the ACP designated address. The student does not have to disclose his or her actual address.

Program Cancellation

The ACP Manager may cancel a program participant's certification if the participant:

- ◆ fails to notify the ACP Manager of a change in address within ten (10) days;
- ◆ fails to notify the ACP Manager of a name change within ten (10) days; or
- ◆ provides false or incorrect information upon making application to the ACP.